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ABSTRACT

Written to aid a woman entering the job market for the first time or re-entering after a period of nonemployment, this guide supplies basic information about preparing for a job or a career. First, the preliminary step of self-assessment and assessing abilities and training is described, and a personal inventory form is suggested. Next, the considerations that affect job choice are reviewed and sources that may suggest career options are identified. In case the career selected requires retraining, refresher courses, or additional education, programs designed to meet these needs are reiterated. Following a discussion of job application procedures (preparing a resume and cover letter, application forms, and interviews), the topic of sex discrimination by employers is covered. Because of the need of displaced homemakers to coordinate their job and home life, provisions for child care and household chores are included. A checklist of questions is provided to help in the final step of deciding if the job offered is the right one before accepting. Also, a brief annotated bibliography is given which evaluates other publications on the subject. (ELG)

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THE HOMEMAKER'S JOB HUNTING GUIDE

A WOMAN'S RESOURCE GUIDE

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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PENNSYLVANIA COMMISSION FOR WOMEN

Marie R. Keeney, Director

May 1978

512 Finance Building

Harrisburg, Pennsylvania 17120

Commonwealth of Pennsylvania
Milton J. Shapp, Governor

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CONTENTS

Page

INTRODUCTION i

PERSONAL INVENTORY FORM 1

Homemaking Skills -- Volunteer Experience -- Paid Work Experience -- Education -- Special Skills and Interest

WHAT'S THE RIGHT JOB FOR YOU? 3

Job Options -- Where to Look -- Counseling Services

IF YOU NEED MORE EDUCATION OR TRAINING . 5

Continuing Education -- Comprehensive Employment and Training Act Program -- Apprenticeships and Nontraditional Jobs

GETTING THE JOB 6

Preparing a Resume and a Cover Letter -- Where to Apply -- Application Forms -- Job Interviews

HOW TO HANDLE DISCRIMINATION 11

Techniques to Try -- Where to File a Complaint

COORDINATING YOUR JOB AND YOUR FAMILY LIFE 12

Child Care -- Taxes -- Household Chores

MAKING THE RIGHT DECISION 13

BIBLIOGRAPHY 14

INTRODUCTION

An increasing number of American women are leaving the home today to seek paid employment. They do so for a number of reasons. Some, because of divorce, separation, or the death of a spouse, suddenly find themselves the sole support of their families. Six million households in this country are headed by women. Another ten million women work because their families require two salaries to stay above poverty level.

Other women re-enter the job market when their children are grown. A number of others return to paid employment, even when their children are young, because they find it satisfying and necessary to do so.

Whatever her reasons for seeking a job or pursuing a career, a woman who has been primarily a homemaker for the last five to forty years can find re-entering the job market a difficult experience. This is true whether she has never worked a day outside the home, or has held a paid job in the past.

This resource guide was developed to help ease the way to employment by giving basic information about preparing for a job or career. The guide was researched and written by Kathi Clayton and Andrea Fincke, with the assistance of the staff of the Pennsylvania Commission for Women. I am very grateful for their time and effort. Aimed primarily at the woman who wants to enter or re-enter the world of paid employment, the guide can also be useful to women already working who would like to advance their position or switch jobs or careers.

This is just one of a number of resource materials available from the Pennsylvania Commission for Women, the agency responsible for advancing women's rights and opportunities in the Commonwealth established by Governor Milton J. Shapp in 1975.

We have also issued "A Woman's Credit Handbook", outlining women's credit rights. Other Commission resource materials include a fact sheet on funding sources for women's programs, a brochure on the work of the Commission, a report on the impact of Pennsylvania's Equal Rights Amendment, and a fact book on women and work. All are available free by sending a stamped, self-addressed envelope to the Commission for Women, 512 Finance Building, Harrisburg, PA 17120, specifying which publication you need.

The Commission has also produced "WHY NOT A WOMAN?", a 26-minute color film directed to employers, educators, and unions to encourage increased hiring of women into nontraditional skilled trades jobs. It is also useful as a counseling tool for young people and is available through the state's library centers, school intermediate unit film libraries, or the Commission.

I hope the "A Homemaker's Job Hunting Handbook" will be useful to women entering or re-entering the labor market. If you have additional concerns, please write to us. The Commission for Women wants to hear from you because your needs determine the direction and programs of this office.

Marie R. Keeney
Director
Pennsylvania Commission for Women

Cecil-SCC

PERSONAL INVENTORY FORM

A. **NAME**
ADDRESS
HOME TELEPHONE

B. **HOMEMAKING EXPERIENCE AND SKILLS**

Remember that may skills are business oriented -- do you do all family finances, budgeting, and taxes? Are you an expert seamstress? Do you have nursing and health skills?

C. **VOLUNTEER EXPERIENCE AND SKILLS**

Job Title, Organization, Supervisor, Address, Telephone Number
From____mo/yr_____to____mo/yr_____
Responsibilities, skills, special accomplishments
Reason for leaving (optional)

D. **PAID WORK EXPERIENCE AND SKILLS**

Job Title, Organization, Supervisor, Address, Telephone Number
From____mo/yr_____to____mo/yr_____
Responsibilities, skills, special accomplishments
Reason for leaving (optional)

E. **EDUCATION**

1. Graduate School, Degree, Field, Year
   School and Address
   Thesis title, special honors, etc.
2. College or Business School, Degree, Field, Year
   School and Address
   Special honors, courses, activities
3. High School, Course (academic, business, general, etc). Year
   School and Address
   Special honors, job related courses, activities, etc.

F. **SPECIAL SKILLS**

Operating office machines, typing and shorthand words per minute, licenses or certificates, foreign language ability and special training.

G. **INTERESTS, TALENTS, HOBBIES**

Playing an instrument, foreign travel, sports, -- include something about yourself that you think others would find interesting, or that would help in finding a job

H. **REFERENCES**

Three or four - not relatives

Name
Title and business, organization, or educational institution
Address
Telephone Number

THE HOMEMAKER'S JOB HUNTING GUIDE

You've decided to work outside the home. But where do you start?

The first step is to assess yourself and your abilities and training. What do you have to offer an employer? Make a detailed written inventory to clearly identify your assets. No matter what type of job you are seeking, such an inventory will be a basic tool in your search. It will contain the information needed to prepare your resume. It will also help you decide how to present yourself at a job interview. More importantly, it will begin to provide the confidence you need to tackle the job-hunting process.

PERSONAL INVENTORY FORM

Use the Personal Inventory Form to organize your information. Write down everything you can think of that might be related to employment. As you consider specific jobs later, you can select assets and abilities relevant to that job. You may be surprised to find that something you never considered to be work-related is just the talent, interest or experience needed for a specific job.

HOMEMAKING SKILLS

The management skills you have used in the home are often similar to those employed in the business world: e.g. scheduling time, setting priorities, budgeting, running the finances, etc.

During their years at home, most women have functioned as housekeeper, nurse, chauffeur, cook, janitor, ambulance driver, budget analyst, purchasing agent and social director. Treat your home experience just as you would your paid work experience. Look very closely at the skills and abilities you have developed over the years in making your home and family function efficiently.

VOLUNTEER EXPERIENCE

Essential skills and abilities are acquired in volunteer work. For example, as a volunteer you may have learned to put together a budget (especially difficult since the budget is often totally dependent on fund-raising activities), manage

people, do public speaking, plan, arrange and coordinate meetings, or organize public relations work.

When assessing your volunteer experience, be specific about the positions you have held in the organization and the jobs you have performed, no matter how small they may seem. Relate the skills and abilities necessary to serve in that capacity. Include what you learned doing the work, and be specific about the results you achieved. For example, if you exceeded your goal while acting as chairperson of the financial drive for your organization, also state by what percentage you exceeded that goal. One fact to remember when assessing your experience: no matter whether it is in paid employment, homemaking, or volunteer work, it is something the young woman entering the job market isn't likely to have yet. Your varied experience is a valuable asset when presented well.

PAID WORK EXPERIENCE

Make a list of **all** the paid jobs you have held, including part-time, summer and freelance going back to when you were a teenager. For each job, list the name and address of your employer, your job title, the details of your duties, and the dates you were employed. List the skills and abilities necessary to perform the job. Also list those skills and abilities learned while you were on the job. List the specific results you achieved while on the job that were directly related to your function and your efforts.

What qualities have made you good at certain jobs? Consider, too, what you liked and disliked about each job and why. Include why you left the job.

EDUCATION

Next list your educational background. Include everything from adult education courses in flower arranging to PhD's. Include dates, principal courses you took and the degrees you received.

It is important to remember formal education isn't everything, and an incomplete formal education doesn't mean you are stuck. All you have learned, either through formal education or "just plain living," can be used on the job.

SPECIAL SKILLS AND INTERESTS

Use these two sections to provide distinctive information about yourself and to show specific qualification. Special skills include operating office machines (e.g. duplicating equipment, addressograph, switchboard), typing and shorthand skill level in words per minute, licenses or certificates of training, even for short courses, and foreign language ability.

Under hobbies, interest, and talents, include any musical instruments, foreign travel, sports, and memberships in clubs and organizations. You may not use all of these, but listing them may give you a fresh idea about your abilities that a prospective employer would also be interested in.

WHAT'S THE RIGHT JOB FOR YOU?

In deciding on the right job, your personal goals and family structure are as important as your qualifications. A single parent has different demands on her time than a woman with a husband to share the childrearing and homemaking responsibilities. You may be interested in an entry level job that lets you explore a whole new career, or you may need the highest paying job with the most rapid advancement possible. Career potential may be an important goal to some women, while job security and retirement benefits are more important to another.

Other considerations are time for your family, flexibility in working hours, future earnings potential. It's a good idea to make a list of your personal goals and then rank them so that you can take these into account in job hunting, and in making the final decision.

JOB OPTIONS

Your job hunting will also be influenced by the kind of job working situation you seek. Although most of this guide is devoted to finding a wage or salaried position, don't overlook the possibility of starting your own business. Many many women have found that this is the way to meet most of their working goals with the greatest flexibility for their family goals as well.

Alternatives such as part-time work, jobs with flexible hours, or a shared or tandem job should be considered before you start your hunt.

None of these are new ideas. Some private businesses and state government agencies are now tapping into the married woman's labor market.

The tandem job is when two women share one job. A convincing argument can be made that two women working full-force for four hours each can accomplish more than one woman working eight. Two part-timers, working as a team, can fill many jobs traditionally considered full time. There are women today who are sharing teaching jobs by splitting the workday into morning and afternoon shifts. There are women who share jobs in social agencies by splitting the caseload and the work week. The back to back concept or the split work week can work well for clerical jobs, programming jobs, and positions in the health fields as well as many administrative and managerial positions.

The practical aspects of hiring two women for one job must be addressed because the employer must make certain adjustments concerning social security, health insurance and fringe benefits. However, these can be worked out between willing employees and a willing employer.

If the idea of job sharing appeals to you and you know a suitable person with whom you can share the job, give your plan much serious consideration before you mention it to your prospective employer. Realistically speaking, it will not be easy to sell the part-time concept to a company accustomed to the full time work week. With persistence, you may be able to find a prospective employer who values your services enough to readjust his or her concept of the job to be filled and to try the shared time concept. It is an idea whose time has come.

As more working parents ask for and try to arrange flexible hours, shared work, and other alternatives, more will become available. It's up to you to help make it happen.

WHERE TO LOOK

Once you have assessed yourself, it is time to collect job ideas. These can be found everywhere -- including the obvious place: the want ad section of your local paper. However, a lot of jobs are never advertised, so use your local yellow pages to find names of businesses which might have the kind of job you want. Check your library for books on careers. Some of the better books are listed at the end of this guide. And also take a look at the occupational titles published by the U.S. Department of Labor while you are in the library. Knowing the job title often helps you pinpoint the job you want.

At this stage, you might want to consider job counseling through the local Employment Service Office, your school or college placement office, or a specialized service for women. You can also use these services, and those of private employment agencies, when you are ready to begin tracking down the job.

COUNSELING SERVICES

Women's Resource Centers, Counseling Services, and Employment Agencies. Under varying names, these are either independent agencies or associated with a college or with an organization such as the local YWCA. Some provide only informal counseling and job notebooks; others have well developed programs, workshops, and minicourses in everything from job hunting to assertiveness training. In the Philadelphia area, there are four employment services specializing in placing women.

These agencies can be found through your YWCA, yellow pages or social services agencies or call the Governor's HOTLINE toll free at 800/932-0784. They can be consulted both at the assessment stage and when you are ready to seek job openings.

The woman returning to work often finds she is frightened or in need of a boost in self-confidence. Consciousness-raising sessions, usually carried out by small informal groups of women, help women become conscious of what their role is, where they fit into today's society, and encourage them to discuss and solve common problems. Consciousness-raising groups are sometimes organized by women's career counseling/employment services or consultants. Or it is easy to organize your own, informal group with some friends.

Assertiveness training can help women to be active rather than passive, to be more assertive, to communicate directly and more efficiently. Such programs are often run by professional counseling services and by women's centers, YWCA's and community colleges.

Pennsylvania State Employment Service (Bureau of Employment Security) provides personal interviews to determine employment objects, counseling and aptitude testing in the larger offices. It has information on employment

conditions, wages, and available positions, and a nationwide job bank service for professional and managerial positions. BES offices maintain files on State Civil Service job announcements and examinations and provides federal, state, and local job training programs, and apprenticeship application deadlines. Literature on self-assessment and job seeking procedures are available at these offices. **All services are without charge.**

IF YOU NEED MORE EDUCATION OR TRAINING

You may learn that the jobs you really want require retraining, some refresher courses, or substantial additional education. Don't let this discourage you. There are numerous programs to meet the needs of women in this position.

CONTINUING EDUCATION

Colleges throughout the country have established Departments of Continuing Education to provide alternatives to traditional, day-time classroom instructions. Check the colleges and universities in or near your community to see what they have to offer. **The New York Times Guide to Continuing Education in America** (Quadrangle Books) provides a comprehensive look at continuing education programs.

Many colleges and universities are catering to the special needs of women via women's centers on their campus or special women's programs. Community colleges have been particularly helpful to women returning to school.

If you have one or more years of college, but have never received a degree, look into **CLEP** (College Level Examination Program). Through CLEP, you can get college credits without taking formal courses by taking and passing examinations designed to measure competency in particular subjects. For further information on CLEP, write: CLEP, College Entrance Examination Board, P.O. Box 592, Princeton, N.J. 08540.

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT PROGRAMS

The Comprehensive Employment and Training Act (CETA) was passed in 1973 to provide training and employment to unemployed and underemployed people.

CETA programs can be a very valuable source for training or career counseling, particularly for low-income women.

There are 33 CETA centers around Pennsylvania which provide career counseling, education, skill training, as well as stipends and supportive services such as health care, medical services, child care, etc. For more information about CETA, contact your local State Employment Service Office.

APPRENTICESHIPS AND NONTRADITIONAL JOBS

Don't overlook the training available to enter nontraditional work such as carpentry, plumbing, cement masonry, etc. Many of these formerly "men's jobs" offer apprenticeship programs where you can earn while you learn.

Although there are sometimes age limits, and women in apprenticeship programs are still scarce, apprenticeships still offer potential career opportunities to a number of women. To determine your suitability for the trade you have in mind, take a general aptitude test offered by your local school system or state employment service. See more than one counselor and take more than one test, if necessary, since both tests and counselors can be sex-biased. If your test results are favorable, call the apprenticeship information section of the Pennsylvania Employment Service office nearest you, or write to the Bureau of Apprenticeship and Training at the U.S. Department of Labor. They will tell you where to get applications to take qualifying exams, when the applications will be accepted, and when and where the examinations will be given.

Information about apprenticeships may also be posted in the offices of the local board of education, area board of cooperative education services or community organizations involving minority groups.

Apprenticeships are not the only path if you are interested in the crafts. Pennsylvania public school systems provide vocational training leading to licensing examinations for a variety of trades. Many other crafts can be learned in commercially operated trade schools. In many communities, free training is available through privately-funded institutions for job training such as Opportunities Industrialization Centers.

Affirmative action programs require employment of women in all job categories. Hence many industrial employers are looking for women for outdoor work such as construction machinery operators, telephone lineworkers or even ditchdiggers. There is an advantage in working for a telephone company, an electrical company or a government agency since these organizations pay the cost of training.

Entering a nontraditional job or trade still isn't easy for women. Often these jobs or occupations are considered "for men only." Just remember the law is on your side and persevere if you are interested in nontraditional work.

GETTING THE JOB

When you complete your self-assessment, and have identified the type of work you are interested in, you are ready to begin making job contacts. And for that, you need a resume.

PREPARING A RESUME AND A COVER LETTER

A resume boosts your self-confidence, introduces you to a prospective employer, and tells what you can do. Although there are some general rules, you have a lot of choice in how you organize your information, so be sure to present yourself in the most positive, interesting manner possible. **Don't be modest** about your accomplishments or their potential importance to an employer. Use everything that could possibly be relevant from your Personal Inventory Form. But remember that, unless you are applying for a job that particularly demands zany creativity, your resume should be businesslike, clear, direct, and short.

Build your resume around your job objective if you have one. The more specific about the type of work you want, the easier it is to pick out and organize the information. If you don't have a specific job objective, your resume must be more general. Your cover letter, which always accompanies your resume, can include specifics about what sort of job you are seeking with a particular employer.

A functional resume is often best for the woman who has been out of the job market for a number of years, since it emphasizes what you have done, rather than when you did it. A functional resume also lets you put paid work, and volunteer activities, occasional courses, etc., together in the most logical way.

A chronological resume, listing your experience with the most recent first and working backwards, is better for those who have had progressively responsible jobs, in a particular field.

Personal data can be tricky. It is not legal for an employer to refuse to hire a woman who has young children, to ask about your plans for future children, or to discriminate because of a handicap or age (if you are between 40 and 65). But these questions do come up in interviews and on application forms. We advise you to leave all this personal data off your resume. Since it is not illegal, however, to ask about health, age, and other such data on an application, you should fill these in, but be wary about whether they are being used against you in the hiring process.

Some important general rules: have your resume perfectly typed, with no grammatical errors (let someone else proofread it for you). Have it reproduced by a good copying process, either xerox or offset (find one in your yellow pages). Always call the people you want to use as references and discuss your job hunting plans. Make sure they are willing and able to assist you.

Take a look at the sample resume. For more ideas and samples, ask about books on the subject from your public library -- but don't be put off if you find the examples are of men with impressive work histories and no experience at homemaking!

A cover letter must accompany the resume you send to a prospective employer. Writing a cover letter may take some practice. It should be crisp and to the point. The idea is to explain some of your background and your knowledge of each prospective employer in three or four sentences.

Select one or two achievements from your resume and briefly emphasize their relevance to the company's needs and to the job you are seeking. You may wish to explain that you have been out of the work force for a number of years because you have been raising a family.

State that you will call for an appointment in a few days. Enclose your resume and do call to set up an appointment within the week.

WHERE TO APPLY

When you have a resume, you are ready to start looking for the job you want. On page 10 is a short list of some contacts you will want to make.

RESUME – FUNCTIONAL

NAME

Jennifer N. Farber

ADDRESS

35 West Dogwood Road, Deer Park, Pa. 17921

June 1977

EMPLOYMENT OBJECTIVE

A position utilizing experience in public relations, politics, and teaching.

EXPERIENCE

PUBLIC RELATIONS

Public Relations Director, League of Women Voters of Deer Park 1974-1976. Wrote and placed news releases and feature stories about community activities. Organized and participated in television and radio programs concerning specific League platforms in the areas of election processes, library aid, and tax reform. Arranged and supervised photo sessions.

Chairwoman, Public Relations Committee, American Association of University Women of Deer Park 1968-1971. Responsible for the promotion and publicity for the annual fashion show and charity ball. Wrote news releases and program announcements for meetings.

POLITICS

Chairperson, Election Service Committee, League of Women Voters 1971-1973. Supervised the writing, publishing and distributing of 10,000 Voters Guides biannually. Compiled and arranged distribution of 15,000 Facts for Voters each year. Spearheaded a registration drive in the area which increased voters' registration 8 percent.

Election Committee, Eloise Hansen for U.S. Congress 1966. Wrote news releases, arranged press conferences, researched speeches and helped to organize rallies.

TEACHING

Presently coordinator of the Volunteer tutorial program at the local elementary school.

Teacher, Fargreen Elementary School, 6th Grade. 1964-66.

EDUCATION

Pennsylvania State University, B.A. English 1963. Elementary Education and History Minors.

REFERENCES AVAILABLE UPON REQUEST

RESUME – CHRONOLOGICAL

NAME

Darlene M. Johnston

ADDRESS

574 East Peterson Street, Harrisville, Pa. 15693 - Phone: 453/218-8943

EMPLOYMENT OBJECTIVE

A position utilizing and developing administrative and organizational abilities as a staff assistant to management.

EXPERIENCE

1975-1976

President, Woodburn Elementary School PTA. Organized and supervised the volunteer library program, book fair, and annual May Day festivities. Presided at the Parent Teacher meetings.

1971-1974

Teacher's Aide, Woodburn Elementary School, 5th Grade.

1969-1971

Volunteer Workers, local hospital. Managed gift shop and newsstand one day per week.

1965-1968

Assisted husbands to set up his own accounting business. Acted as office manager and secretary.

Chairwoman of the hospital service committee of local woman's club for 18 months.

1961-1964

Resided in Germany and traveled extensively in Europe while husband was stationed there. Vice President of Officer's Wives Club.

1958-1960

Legal Secretary in the firm of Jenner, Lawson, Frawley and Smith, Philadelphia.

EDUCATION

Temple University, Philadelphia, Liberal Arts courses, 1956-1957. Longstreet High School, Harrisville, Academic diploma, June 1955. Commercial course electives.

SPECIAL SKILLS

German, reading and speaking knowledge

REFERENCES AVAILABLE UPON REQUEST

Tell your friends and relatives -- and give them copies of your resume. Ask them if you can use their names when applying for jobs with their own employers, or with leads they give you to other employers. Include your associates from all of your volunteer activities. Keep in close contact.

Write directly to the head of the company or the supervisor of the department you want to work in. Just call the company number to learn the name and exact title of the head of marketing, or public relations, or consumer services, or whatever. This is often much more effective than filing an application with the personnel office. In your brief cover letter, tell what kind of job you are interested in, mention that your resume is enclosed, and say you will call in a few days for an appointment. Then do **follow through.**

Use your state employment service. You can file an application, and be referred immediately to openings they have on file. The more than 100 local offices are listed under Government in the phone book.

Search the want ads. When applying, send a resume and a cover letter. Try a private employment agency. Some agencies specialize in a particular field, or handle only managerial jobs, but most attempt to match any job hunter to the jobs they have.

If you use a private agency, understand the fee schedule before signing a contract, and be sure that the agency you choose does not discriminate by sex in job referrals. Fees can be paid by you, by the employer ("fee paid") or split. Fees and the agency's license from the State Division of Private Employment Agency Licensing must be posted.

The agency's application is the first thing you'll meet. It is illegal for employment agencies to discriminate against women, but some discriminatory practices may still exist in some agencies. Be on the lookout for agencies where applications for men and women are in different colors or where they have different questions for men and women. If you aren't interested in a clerical job, the agency should not suggest that you take a typing test. An agency that files applications by job category in alphabetical order with no regard to sex is usually playing it straight.

When you accept a job through an employment agency referral, the law of Pennsylvania states that you must pay the employment agency's stipulated fee if you quit that job for a better one within the first ten weeks on the job. If you are fired or quit for any other reason within the first 10 weeks on the job, you must pay the agency 10% of actual gross earnings for the time employed.

APPLICATION FORMS

Once you get past the front door, and into the personnel office, you may be asked to complete an application form. Take your Personal Inventory Form with you, because the standard application form may require considerably more information -- even going back to elementary school -- than you have on your resume. You will especially want to be able to fill in information about your references and you'll probably be glad to have all the names and addresses handy.

JOB INTERVIEWS

You must be prepared for interviews with employment agency representatives, personnel department staff, and eventually potential employers. Keep in mind the necessity of selling yourself to the people you meet. The job interview is always the best chance to get the job you are seeking.

Your attitude and personality are extremely important. The rapport you establish with the personnel department is invaluable to you, the job seeker. Remember the initial interview with the company's personnel department is the place where you sell **you.** Listen carefully to the interviewer and follow the conversational directions he or she sets. Answer the questions briefly and naturally. If this interview goes smoothly and you've sold yourself as a person, you will have the opportunity to sell your abilities and skills and ask the specific job questions during your interview with the person or persons in the department where there are job openings. Find out as much about the organization as you can - its size, its financial standing, its goods and services, and its competition - before the interview. Ask questions about the company and the specific job for which you are applying. Let the interviewer bring up the subject of money. But if it hasn't been mentioned, don't be reluctant to address the subject before the interview concludes. Be sure to pay attention to the fringe benefits.

The trick is to be neither aggressive nor passive, but assertive. Be sure to find out what you need to know. One example, you might want to ask the employer what position you can expect to advance to in two or even five years time. If the initial salary figure seems low, ask whether there is a trial period, and whether a raise can be expected if your work is satisfactory.

One difficult question still comes up. "Who will take care of the children while you're working?" The implication is illegal sex discrimination, since the employer almost surely doesn't ask men this question. Handling discrimination is covered in the next section. But for this question, you might say, "I feel confident that the necessary arrangements have been made."

HOW TO HANDLE DISCRIMINATION

Employers, employment agencies, and labor unions are all covered by laws prohibiting sex discrimination. But discrimination still occurs, despite some very real improvement in each of these sectors.

TECHNIQUES TO TRY

There are no foolproof answers to avoiding discrimination, but there are some techniques you might consider.

One is to make it clear that you know your job rights -- pleasantly if possible. An employment agency may routinely ask you to take a typing test. If you don't want a clerical job tell the interviewer that such a test is not necessary. If they insist, ask if all male applicants take typing tests.

Don't hesitate to take paper and pencil to job interviews. You may want to write down information from the interview, such as the name and telephone extension of the people you meet. You can also write down quotes, any statements about how "Mr. Jones doesn't want a woman in that job," or "Our jobs are too difficult for women."

You'll have to decide for yourself whether to challenge such statements. But until more women do, and until more employers learn that sex discrimination brings costly court cases, such discrimination will continue.

WHERE TO FILE A COMPLAINT

If you don't get a job for which you were qualified, and you think it was because of sex discrimination, file a complaint with the Pennsylvania Human Relations Commission within 90 days. PHRC has offices in Philadelphia, Harrisburg, and Pittsburgh.

Age discrimination against persons between 40 and 62 (65 under federal law) is also illegal, and older women often find themselves victim of the double whammy of sex and age discrimination. PHRC is the agency to contact.

One more point: refusal to hire is not the only type of sex discrimination. Job advertising, application procedures, union membership, promotions, pay, training opportunities, fringe benefits, and discharge are all covered by antidiscrimination laws. For more information, and for a list of the relevant federal and state laws and enforcement agencies, contact the Pennsylvania Commission for Women.

COORDINATING YOUR JOB AND YOUR FAMILY LIFE

You will need the full cooperation of your family members when you go to work. Good child care is a major item when there are young children. You may need an in-home babysitter, a nursery school, or just after school care.

CHILD CARE

One way of finding a competent babysitter is to advertise in your local weekly newspaper and then follow up with personal interviews. This requires a considerable investment in time, but it may pay off.

Nursery schools which have educational programs are licensed by the Department of Education. Write to Private Academic Schools, Department of Education, Box 911, Harrisburg 17120 for a list of these programs.

Family day-care homes are licensed by the Department of Public Welfare. For information on family day-care homes and day-care centers, contact your County Board of Assistance or your local Day-Care/Child Development Program.

Other child care programs are often compiled by local social service agencies. Contact your United Way or United Fund umbrella organization in your city or county to locate such a list.

Some training programs for unemployed or underemployed persons also provide day care services. Check into these through your state employment service office.

TAXES

There have been changes in the Tax Code to permit working parents to deduct some of the costs of child care. As of 1976, parents could take a tax credit of 20 percent of the cost up to $2,000 for one child, and $4,000 for two or more children, or a maximum credit of $400 - $800. This means that, if you spent this much or more on child care and housekeeping services, you can subtract it from the taxes you owe. Another change now permits you to use this even where the wages you pay are to a family member, such as your mother, as long as that person is not also listed as a dependent for tax purposes. Be sure to check the tax laws each year, since they are likely to change.

HOUSEHOLD CHORES

Household chores must be shared by all family members when you go to work. If you are married, your husband will have to be prepared to use some of his sick leave and vacation time for emergency child care, just as you will. You should think of yourselves as "working parents," not just you, the "working mother."

MAKING THE RIGHT DECISION

You have finally reached the point when you have a job offer. You have put some long hard hours into job hunting. Just a little more time must be invested to make the right decision. Should you accept this job? Some important questions must be answered.

Is this job really what you want? Be aware of how you must compromise your concept of the "ideal job" and the realities of this job.

Where will this job lead? Do you want to stay in this job for one year? five years? 10 years? Forever? Will it lead to another more responsible job within the organization?

What can you learn in it? What skills could you pick up here that might be marketable elsewhere should you later decide to leave the job?

Can you work with the people? Have you met those with whom you would be working closely and to whom you would be accountable? Can you foresee any personality conflicts that may hamper the work relationship?

Is the salary satisfactory? If not, will it be a constant source of irritation, or can you live with it in anticipation of moving into a higher-paying position?

Once you have answered these questions honestly for yourself, make your decision. After all the time and effort you have put into your job search and decision-making, you should now look forward to enjoying your work.

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